

Internal Documentation

You must cite your source:

- when you quote from a source;
- when you summarize or paraphrase a source;
- when you borrow facts and ideas from a source.

You do not need to cite a source:

- when the information is common knowledge (The sun sets in the west.);
- when the ideas are purely your own.

Examples of Documentation

ONE AUTHOR WITH A SIGNAL PHRASE

In A Writer's Reference, Diana Hacker states that parenthetical references "should be as concise as possible but complete enough so that readers can find the source in the list of works cited at the end of the paper, where works are listed alphabetically by authors' last names" (272).

ONE AUTHOR WITHOUT A SIGNAL PHRASE

A Writer's Reference instructs the researcher to include the author's last name along with the page number if the author's name has not been included in a signal phrase (Hacker 273).

TWO OR MORE WORKS BY THE SAME AUTHOR

If your list of works cited includes more than one book by the same author, abbreviate the title of the work being cited and put it in parentheses along with the author's name and the page number (Sorenson, Quick Reference 40).

AUTHORS WITH THE SAME LAST NAME

If you have two references by authors with the same last name, include the author's first name (Richard Leakey 85).

TWO OR THREE AUTHORS

If a source has two or three authors, include all of them in your signal phrase or in your parenthetical reference (Bentley, Slater, and Burgis 96).

FOUR OR MORE AUTHORS

If a source has more than four authors, use the name of the first author and follow it with *et al.*—a Latin phrase meaning "and others"—either in your signal phrase or in a parenthetical reference (Medhurst et al. 128).

UNKNOWN AUTHOR

If no author is given, give credit to the publishing organization (National Geographic Society), use the complete title in a signal phrase with a page number in parentheses, or use the title or a short form of the title in parentheses ("Understanding Cancer Treatment").

A NOVEL, PLAY, SHORT STORY, OR POEM: When quoting from only one novel, play, or poem, put the page number in parentheses. The title and author should be mentioned near the beginning of the paper.

During the snowball fight, Phineas demonstrated his peaceful, fun-loving nature by switching sides. As a result, "Loyalties became hopelessly entangled" (146).

Bibliography / Works Cited Samples

All entries in a bibliography or list of works cited should be listed in alphabetical order according to the first word in the entry other than *A*, *An*, or *The*.

THE BASIC FORMAT FOR A BOOK

Blumberg, Rhoda. York's Adventures with Lewis and Clark. New York: Harper Collins, 2004.

A BOOK WITH TWO OR THREE AUTHORS

Bentley, Nicolas, Michael Slater, and Nina Burgis. The Dickens Index. New York: Oxford University Press, 1990.

A BOOK WITH FOUR OR MORE AUTHORS

Medhurst, Martin J., et al. Cold War Rhetoric: Strategy, Metaphor, and Ideology. New York: Greenwood, 1990.

A BOOK WITH AN EDITOR

Dawidoff, Nicholas, ed. Baseball: A Literary Anthology. New York: The Library of America, 2002.

A BOOK WITH AN EDITOR AND AUTHOR

Franklin, Benjamin. The Autobiography and Other Writings. Ed. Kenneth Silverman. New York: Penguin, 1986.

A BOOK WITH AN UNKNOWN OR CORPORATE AUTHOR

The World Almanac and Book of Facts. New York: World Almanac Books, 2004.

A WORK IN AN ANTHOLOGY

Walker, Alice. "In Search of Our Mothers' Gardens." Hear My Voice. Ed. Laurie King. New York: Addison-Wesley, 1994. 127-134.

A BOOK, EDITION OTHER THAN THE FIRST

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association of America, 2003.

A BOOK, ONE OF A MULTIVOLUME SET

Mark Twain: Collected Tales, Sketches, Speeches, and Essays. Vol. 2. New York: Library of America, 1992. 2 vols.

AN ENCYCLOPEDIA OR REFERENCE WORK

Garrow, David J. "King, Martin Luther, Jr." The World Book Encyclopedia. 2004 ed.

AN ARTICLE FROM A MAGAZINE

Guterl, Fred. "Mission to Mercury." Discover Apr. 2004: 34-41.

AN ARTICLE FROM A NEWSPAPER

Feller, Ben. "Government Plans Changes in Title IX Law." The Boston Globe 4 March 2004: A2.

AN ARTICLE FROM A SCHOLARLY JOURNAL

Patthey-Chavez, Genevieve, et al. "Investigating the Writing Process Approach to Writing Instruction in Urban Middle Schools." Journal of Adolescent and Adult Literacy 47 (2004): 462-477.

More Bibliography / Works Cited Samples

A NOTE ABOUT ONLINE MATERIAL: Sites vary significantly in the publication information they provide. If possible, give the author, title, title of the site (underlined), date of publication or latest update, name of organization that sponsors the site, date of access, and URL in angle brackets.

A DOCUMENT FROM AN INTERNET SITE

"Understanding Cancer Treatment." MayoClinic.com. 4 Dec. 2002.
Mayo Foundation for Medical Education and Research. 3 March 2004 <<http://www.mayoclinic.com/index.cfm>>.

AN ENTIRE INTERNET SITE

Born in Slavery: Slave Narratives from the Federal Writer's Project, 1936-1938. 23 March 2001. The Library of Congress. 8 Feb. 2004 <<http://memory.loc.gov/ammem/snhtml/snhome.html>>.

AN ARTICLE IN AN ONLINE NEWSPAPER OR MAGAZINE

Chang, Kenneth. "NASA Reports Evidence Mars Was Once Soaked." The New York Times on the Web 2 March 2004. 15 May 2004
<<http://www.nytimes.com/2004/03/02/science/02CND-MARS.html>>.

A WORK FROM A LIBRARY SUBSCRIPTION SERVICE SUCH AS INFOTRAC: Complete the first part as you would for a magazine, book, or CD ROM. Then list the database (underlined), the service (InfoTrac), the library system, the date of access, and the URL in angle brackets.

Morrell, Virginia. "Lost Chimps." International Wildlife Sept-Oct 1996: 12-22. General Reference Center Gold. InfoTrac. Shore Country Day School Lib., Beverly, MA. 2 March 2004 <<http://web2.infotrac.galegroup.com>>.

"Jane Goodall." Notable Scientists: From 1900 to the Present. Gale Group, 2001. Biography Resource Center. InfoTrac. Shore Country Day School Lib., Beverly, MA. 3 March 2004 <<http://galenet.galegroup.com/servlet/BioRC>>.

AN ONLINE ENCYCLOPEDIA

Sentman, Everett. "Cheetah." Grolier Multimedia Encyclopedia. Scholastic Library Publishing, 2004. 3 March 2004
<<http://gme.grolier.com>>.

AN E-MAIL

Beard, Daniel. "Re: Memories of Vietnam." E-mail to author. 17 Oct. 2004.

A CD-ROM

"Ibn, Hamdis." Encyclopaedia of Islam. CD-ROM. Leiden: Brill, 1999.

A FILM OR VIDEOTAPE

Ethnic Notions. Dir. Marlon Riggs. Narr. Esther Rolle. Videocassette. California Newsreel, 1987.

A TELEVISION PROGRAM

Unchained Memories: Readings from the Slave Narratives. Prod. Jacqueline Glover. HBO Documentaries. 10 Feb. 2003.

A LECTURE

Coates, Debbie. "Peking Man." Shore Country Day School, Beverly. 1 April 1997.

AN INTERVIEW

Griffin, Lawrence. Personal interview. 13 Feb. 1997.

A GOVERNMENT PUBLICATION OR PAMPHLET

United States. Dept. of the Interior. Natl. Park Service. Ford's Theatre and the House Where Lincoln Died. Washington: GPO, 1989.